

# Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ( ) NEW POSITION ( X ) EXISTING POSITION

## PART I - Position Description

1. Agency Name Kansas Department for Children and Families		9. Position Number K0077170	10. Budget Program Number 23242
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Program Consultant I	
3. Division West Region		12. Proposed Class Title	
4. Section Performance Improvement		13. Allocation	
5. Unit Performance Improvement		14 (a). Effective Date	14 (b). FLSA Code
6. Location (address where employee works) City Salina County Saline		15. By Approved	
7. (Circle appropriate time) Full Time XX Perm XX Inter Part Time Temp % 100		16. Audit Date: By: Date: By:	
8. Regular Hours (circle appropriate time) From: 8:00 AM AM/PM To: 5:00 PM AM/PM		17. Position Reviews Date: By:	

## PART II - Organizational Information

## Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

The purpose of this position is to monitor the social services related contracts through site visits to verify that services are being delivered in the quantity and quality described in the specific grants/contracts, requirements and conditions of the contract awards are being followed, and information provided in the program progress reports is accurate. This will include monitoring the contractor for subcontract work. The site visits are also opportunities to provide consultation and technical assistance. This is accomplished by interpreting and explaining policy and procedures. The monitoring of these contracts may have a considerable impact on the agency's mission. This includes oversight and monitoring of Prevention and Protection Services Provider Agreements within the West Region.

The purpose of this position is to work in a cooperative fashion with customers, staff, and agency partners to provide efficient and effective service. At DCF, the customer is placed at the center of planning, policy development, program implementation, and practice with customer outcomes driving decision-making at all levels. By integrating services, we create and maintain a prevention focus as a way of doing business by interacting and engaging with others to proactively foster well-being.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

<b>Name:</b> Jean Sommer	<b>Title:</b> Supervisor	<b>Position Number:</b> K0163089
Who evaluates the work of an incumbent in this position.		
<b>Name:</b> Same as above	<b>Title:</b>	<b>Position Number:</b>

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

Work is performed under general direction, requiring initiative and exercise of independent judgment. Verbal and/or written assignments are general and outcome oriented, allowing latitude for independent judgment within the framework of program specific guidelines and expectations.

d) Which statement best describes the result of error in action or decision of this employee.

(     ) Minimal property damage, minor injury, minor disruption of the work flow.

(     ) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.

(   X ) Major program failure, major property loss, or serious injury of incapacitation.

(     ) Loss of life, disruption of operations of a major agency.

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21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties)  
**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); **\*How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	<u>E</u> <u>O</u> <u>R</u> <u>M</u>	
1	15	E	<p><b>PROGRAM MONITORING-</b> Serves on the Regional Contract Monitoring Team with staff from Prevention and Protection Services (PPS) Central Office, participating in quarterly on-site reviews of contract programs. Includes contract monitoring and case reviews to ensure Provider and DCF staff adherence to federal and state regulations, adherence to PPS Policy and Procedures Manual, and that the Provider employs experienced, qualified staff who have been screened through KBI and CANIS checks. Monitors Providers and DCF staff for adherence to contract program requirements and expectations. Provides case read results to the Provider supervisors at exit interviews providing consultation and clarification of DCF contract and policy expectations.</p>
2	20	E	<p><b>IDENTIFY EXCEPTIONS-</b> Through site visits and records reviews, identifies exceptions to the contract expectations/assurances, whether case specific or programmatic. Provides technical planning assistance to agency and Provider staff in analyzing areas of need regarding documentation and compliance with policy and contract guidelines. Works with Regional PPS Program Administrator, DCF Supervisors and Provider staff to remove barriers that may impede continuous improvement. Identifies noteworthy accomplishments by the Provider and DCF staff and shares those with the Provider and PPS. Assists in writing corrective action plans and Program Improvement Plans with Program Administrators from both DCF and the Providers. Reviews the Corrective Action Plans and Program Improvement Plans to ensure improvement is being made in the areas identified within the plans. Assists in resolving specific significant issues and unresolved exceptions with Provider Administrators and DCF staff. Will forward significant issues and unresolved exceptions to PPS Central Office staff for information and assistance, if these issues cannot be resolved Regionally. Submits Provider requests for exception to policy to PPS Program Administrator.</p>
3	35	E	<p><b>PROGRAM EVALUATION-</b> Participates in the development of audit and program reports, including provision of feedback to PPS Central Office staff on draft reports. Reviews audit &amp; program reports and assists Provider and DCF staff in the development of timely and appropriate corrective actions as needed. Coordinates corrective actions with Provider and DCF. Collaborates with PPS Central Office staff, develops strategies and tools for tracking compliance with outcomes and all program expectations, and corrective actions, as appropriate. Develops strategies and tools for tracking specific issues and outcomes specific for the West Region. Analyses data collected, presents data reports to the Provider, and monitors corrective action plans. Reconciles with the Provider referrals and various other data on a monthly basis. Teams with FACTS expert to trouble shoot and resolves errors involving Provider reported information to ensure DCF data systems and the Provider data systems agree. Conducts reviews of DCF, client and Provider records to assess compliance with terms of the contract and client outcomes. Identifies issues needing further audit work or review to PPS Central Office staff and the West Region Administration staff. Serves on the PPS Central Office Advisory Board reviewing and revising PPS Policy and Procedures, and serves on PPS workgroups as needed. Complete other duties as assigned.</p>
4	30	E	<p><b>CONTRACTOR LIAISON –</b> Serves as the contract expert providing technical assistance to Region DCF staff and Provider staff. Is the primary key contact between the Provider, DCF region staff and PPS Central Office staff for the purpose of clarifying and resolving contract issues, and following-up on recommendations/clarifications with the Provider. Includes fiscal monitoring of the contract, through monthly payment reconciliation to ensure adherence to the contract. Is the key West Region contact for other DCF Regions who need information, case specific or general information on regional procedures. Serves as designee for the PPS Program Administrator to review and approve Provider requests for Foster Care payment of 30 day trial home placements. Provides interpretation of guidelines, policies and contract issues to all levels of DCF staff and lines of business, including Provider staff throughout the region. Monitors reports from the Providers to ensure case management responsibilities are met through the aftercare period or whether the case management responsibility returns to DCF staff as per the contract. Assists in the decision making of identified issues throughout the region. Conducts formal training/presentations to Provider and DCF staff to ensure policy and procedures and contract expectations are being met. Serves as the liaison and communication link in the Region between Performance Improvement staff and PPS staff. Participate in various Regional PPS and Provider informational meetings. Serves as the key contact to coordinate with Provider and DCF staff for court venue change cases within the West Region as well as cases changing from or to outside DCF Regions. Provider contact to process medical bills for custody foster children when the medical service is not covered by Medicaid. Contact for West Region's DCF Streamlining Partnership Liaisons to address contract or procedural issues with the Providers. Serves as the West Region administrator for the Statewide Foster Care Database system used to provide educational enrollment information to schools.</p> <p>Other duties as assigned.</p> <p>All above are reviewed annually for accuracy by the PPS Supervisor for PPS Performance Improvement.</p>

\* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

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22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Failure to perform duties properly could result in risk to health and /or life of clients, potential loss of federal funds, wasteful expenditure of tax dollars.

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23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- (     ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
(     ) Plans, staffs, evaluates, and directs work of employees of a work unit.  
(     ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

**Class Title**

**Position/KIPPS Number**

No direct supervisory responsibilities.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contacts to accomplish the above tasks are made with contractor, other providers, DCF regional staff, and Children & Family Services Central Office staff. Contacts may be made with families receiving services.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Employee may have contact with angry and hostile clients. Some tasks will need to be done outside normal working hours and away from the employee's home.

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26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Position requires daily use of telephone, copier and computer. Regular use of car required for travel in and around the service area.

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### **PART III - Education, Experience and Physical Requirements Information**

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27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Six months of experience in planning, implementing and monitoring activities relevant to the agency's programs. Education may be substituted for experience as determined relevant by the agency.

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### **28. SPECIAL REQUIREMENTS**

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

Obtain and maintain security clearance.

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

Previous experience working with child and family services programs. Two years grant/contract monitoring and/or foster care out of home case management.  
Bachelor's Degree

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29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Duties are performed in an office setting. Communicates with agency staff and at times customers. The employee must be able to travel and be away from his/her base station while attending meetings, trainings, and conferences. Essential duties require the mental and/or physical ability to access, read, and use computer systems and effectively communicate with other orally and in writing. Significant time is spent on the telephone and/or e-mail with internal/external customers. Extended periods of time may be spent utilizing the personal computer. Occasional overnight stays may be required. Travel within the West Region and throughout the state will be necessary. Physically have the ability on the occasion do light lifting.

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30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

All employees are instructed to use standard safety devices available for machinery and equipment. All employees are instructed to follow industrial, safety, and health guidelines, e.g., using proper lifting techniques, using dollies and/or other devices to distribute equipment, computer breaks to rest eyes and stretch, wrist rests for computer keyboards, seatbelts for automobiles, etc. Employees are instructed to maintain environmental awareness during field work to avoid or otherwise prevent or minimize unsafe situations and unsafe personal contact. Employees are cautioned to execute strict key/code control for agency facilities and lock all doors after normal duty hours.

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**PART IV - Signatures**

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Signature of Employee

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Date

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Signature of Personnel Officer

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Date

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Signature of Supervisor

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Date

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Signature of Agency Head or Appointing  
Authority

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Date